

**REQUEST FOR PROPOSALS  
AND  
STATEMENTS OF QUALIFICATIONS  
ENGINEERING/CONSULTING SERVICES**

Flathead County has received approval from the Montana Department of Transportation (MDT) to develop a Federal-aid Community Transportation Enhancement Program (CTEP) project titled "SWAN RVR RD PATH - E OF BIGFORK: STPE15(114)".

The Flathead County Board of Commissioners are requesting statements of qualifications and proposals for preliminary and construction engineering and design services to assist the Flathead County Planning & Zoning Office in the design and oversight of construction of this 1.5 mile long bicycle/pedestrian path in compliance with all applicable requirements under MDT CTEP.

Copies of the detailed request for Statements of Qualifications (SOQ) and Request for Proposals (RFP), including a description of the services to be provided by respondents, the minimum content of responses, and the factors to be used to evaluate the responses, can be obtained by referring to the Flathead County Planning & Zoning Office web page at [http://flathead.mt.gov/planning\\_zoning/ActiveCTEPProjects3.php](http://flathead.mt.gov/planning_zoning/ActiveCTEPProjects3.php) or by contacting the Flathead County Planning & Zoning Office, 1035 First Avenue West, Kalispell, MT 59901. Telephone: (406) 751-8200.

Completed proposals must be submitted to the Flathead County Planning and Zoning Department, 1035 1<sup>st</sup> Ave West, Kalispell, Montana 59901 no later than 5:00 p.m. on November 2, 2012. Please indicate on the envelope "SWAN RVR RD PATH - E OF BIGFORK: STPE15(114)". Bid opening will occur on November 8, 2012 at 9:45 am at the Flathead County Commission meeting room.

Dated this 19th Day of September, 2012

Board of County Commissioners  
Flathead, County



By: Dale Lauman  
Dale Lauman, Chairman

ATTEST:  
Diana Kile, Clerk

By: Diana Kile

Publish: September 30 and October 7, 2012.

# CONSULTANT SERVICES REQUEST FOR PROPOSAL

The Planning and Zoning Department of Flathead County has received notice from MDT to develop a Federal-aid CTEP project titled SWAN RVR RD PATH - E OF BIGFORK: STPE15(114).

The Flathead County Planning and Zoning Department is requesting proposals from firms interested in performing Preliminary and Construction Engineering and Design. The work performed on CTEP projects must comply with all applicable requirements under the CTEP Manual. The project is generally described as the design and construction of an 8-foot wide by 1.5 mile long asphalt surfaced bicycle and pedestrian path, including grading, drainage, subgrade preparation, asphalt paving, and easement acquisition as necessary.

## **The Scope of Work and Technical Requirements of services include the following:**

- The project is intended to create a safe and convenient bicycle and pedestrian path that will provide connectivity to similar existing and proposed paths in the vicinity of the project.
- Design of an 8 foot wide Bicycle and Pedestrian Path adjacent to Swan River Road between Lee Road and Williams Lane, east of Bigfork. Total length approximately 1.5 miles.
- The path is anticipated to extend southward along the east side of Swan River Road from the end of the existing pathway across from Lee road to the intersection of Williams Lane, integrating with a previously constructed pathway section which is located in the central area of the project's scope.
- The Consultant selected will survey and design the project, generate the project manual and other necessary documents, assist with contract letting, and perform all construction oversight activities.
- Flathead County will perform required environmental documentation .

## **Legal Compliance:**

The consultant performing work under the proposed contract is subject to the *MCA 49-3, Governmental Code of Fair Practices*; *49 CFR 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964* and *49 CFR 23, Participation of Disadvantaged Business Enterprise in Airport Concessions*.

In accordance with *MCA 49-3-207, Nondiscrimination Provision in All Public Contracts*, the consultant will ensure that hiring is made based on merit and qualifications and that there will be no discrimination based on race, color, religion, creed, political ideas, sex, age, marital status, physical or mental handicap or national origin by the persons performing the contract.

In addition, the consultant will not discriminate on the grounds of race, color, sex or national origin in selecting and retaining subconsultants, including procuring materials and leasing equipment. The consultant will not participate, directly or indirectly, in discrimination prohibited by *49 CFR 21*, including employment practices, when the agreement covers a program set forth in Appendix A of the regulations.

## **Disadvantaged Business Enterprise (DBE) Goals**

Consultant DBE goals have been established for this project. A current list of MDT certified consultants is available from the MDT website. Each firm invited to submit a proposal is required to address this issue.



In accordance with DBE goal setting procedures for the CTEP Section, the following DBE goals have been set for this request:

GOAL: 0.0%

The percentage listed relates to a percentage of the overall contract amount. The proposal must clearly identify:

- the DBE firm who will perform the work, and
- the specific work to be performed by the DBE.

Completing the attached forms may accomplish these tasks.

### **Method of Payment**

The method of payment that will be considered for these contracted services includes cost plus a fixed fee, for profit or fixed price. The fee for these contracted services will be paid, in part, with CTEP funds.

### **Federal Acquisition Regulations**

An overhead rate for the current fiscal year audited in accordance with the Federal Acquisition Regulations (FAR) may be required for the contract.

### **Proposal Submittal and Content**

Five (5) copies of the proposals must be submitted to the Flathead County Planning and Zoning Department, 1035 First Avenue West, Kalispell, Montana, 59901 by 5:00 pm on November 2, 2012, and the submittal must include the following:

### **Sample Format for RFP**

In response to the initial RFP, the consultant's proposal will follow the outline below and provide the following information:

- I. Describe the specific service the firm will provide (2 page maximum).
- II. Provide qualifications of the project team and technical personnel assigned to work on project.
  - A. Provide an organization chart depicting the personnel to be used on this project, their area of expertise, registration, special training, chain of command and office location(s). Identify how much of each person's time will be spent on the project. If personnel from more than one office will be used, indicate each office (2 page maximum).
  - B. Provide résumés of above personnel, including specific related project experience; identify when applicable experience for each person was obtained (Include in Appendix A).
  - C. Provide a specific outline and description of the support services proposed to complete the entire project from start to finish, including subcontractors, drilling, aerial photography, labs, etc. (2 page maximum).
  - D. Discuss physical plant and in-house facilities (e.g., computers, labs) (1 page maximum).

- III. Provide a brief (but specific) outline of firm's previous projects (e.g., highway, bridge, EIS, interchange, enhancement) and other projects relating to the specific project RFP, and any special abilities or experience suiting the firm for work on the particular project. Identify the time frame (beginning and completion dates) in which projects were completed and experience gained (4 page maximum).
- IV. Describe how the firm proposes to perform the project as defined in the scope of work. Demonstrate the firm's competence to do the work with available manpower and resources taking into account present and projected workload (2 page maximum).
- V. List as references all of the firm's clients from the past 3 years for projects that were similar in scope and work (Include in Appendix B).
  - A. Include client name, contact person, phone number.
  - B. Provide a contract value range.

### **Evaluation of Proposal Submittals**

All submittals will be evaluated in accordance with the following factors:

- I. **5% – Location:** This criterion may be assigned 0% to 5% weight depending upon necessity of firm's geographical locations and/or job expertise requirements. Local Entities will determine proper weight to this category for each project.
- II. **30% – Quality of Firm and Personnel:**
  - A. Related experience on similar projects.
  - B. Qualifications, experience and training of staff assigned to project.
- III. **35% – Capability and Capacity of Firm:**
  - A. Ability to meet all technical requirements.
  - B. Capability of firm to meet project time requirements.
  - C. Capability to respond to project and Local Entity and MDT requirements.
  - D. Compatibility of systems, equipment (e.g., CADD and public visualization capabilities).
- IV. **30% – Record of Past Performance of Firm in Previous Projects.** Rating on the past performance will be done by the Local Entity.
  - A. Measure of previous record with the Local Entity will be based on the in-house documentation of quality of work, on schedule performance, cost performance and cooperation with the Local Entity Engineer and staff.
  - B. A limited or no previous record with the Local Entity will require reference checks. Local Entity will devise an equitable measure for this rating criterion.

## **General**

Include the following on the outside of the response package, "SWAN RVR RD PATH - E OF BIGFORK: STPE15(114)."

Following the review and evaluation of all RFP submittals, the list of interested firms will be narrowed to an appropriate short list. Those selected will then be reviewed. An interview may also be requested to aid in the selection of a consultant.

The award will be made to the qualified proposer whose proposal is deemed most advantageous to the Flathead County, all factors considered. Unsuccessful proposers will be notified in writing as soon as possible.

Respondents may review the MDT CTEP Project Application which includes a description of the proposed project including scope of work, location, schedule and other pertinent information by visiting the Flathead County Planning & Zoning Department, 1035 First Avenue West, Kalispell, offices during regular office hours.

This solicitation is being offered in accordance with Federal and State requirements governing procurement of consultant services. Accordingly, the Board of Commissioners of Flathead County reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.

For questions, please contact Alex Hogle, Planner III at (406) 751-8200 Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m., or refer to the SOQ/RFP on the Flathead County Planning & Zoning Office web page at [http://flathead.mt.gov/planning\\_zoning/ActiveCTEPProjects3.php](http://flathead.mt.gov/planning_zoning/ActiveCTEPProjects3.php).